

Legislative Requirements

UNE Policy (University of New England Privacy Statement) commits Human Resource Services to comply with relevant NSW State and Commonwealth legislation in the handling of the personal information for staff. The purpose of this document is to inform staff about the handling of their personal information and outline Human Resource Services procedures in this regard.

What personal information is collected?

1.12.01 Human Resource Services at The University of New England will collect personal information to create staff records relating to:

- Recruitment
- Payroll
- Leave
- Superannuation
- Staff promotions
- Qualifications
- Job performance
- Conditions of employment

and information required by

the *Child Protection Prohibited Employment Act 1998*;

the Australian Taxation Office;

DEST under the *Higher Education Funding Act 1988*; and

other organisations nominated by the *Social Security Act 1991*.

Why is the information collected?

1.12.02 Information is collected so that the University can administer the above functions, as well as for other lawful purposes identified from time to time in order to fulfil accountability standards and promote the purposes of the University.

Who sees the information?

1.12.03 The above information is available to all Human Resource Services staff, and will be supplied, as appropriate, to members of the senior management of the University and the relevant supervisors and/or administrators within the staff member's work unit. All staff with access to personal information are bound by the University's confidentiality clause in their contracts.

Disclosure of personal information

- 1.12.04** Information may be disclosed outside the University where:
- its disclosure has been consented to by the individual to whom it relates; or
 - its disclosure is required by law and requested in an authorised written form (such as an official request, subpoena or warrant); or
 - it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person.

Where is the information stored?

- 1.12.05** Hard copy and electronic files are held on all staff within the Human Resource Services Directorate. In addition, limited files sometimes exist within the work area and certain information may be held on other related central University records.

How do staff get access to their personal information?

- 1.12.06** Staff have the right to access, and check for accuracy and completeness, any personal information concerning them.
- 1.12.07** Staff may request to see their personal files (Form **1.12a**) by giving 24 hours notice so that the hard copy file can be accessed and made available.
- 1.12.08** Electronic records will be available to staff via the WebKiosk and where this is not practicable, with the assistance of staff of Human Resource Services.

How do staff request changes to information stored on their files?

- 1.12.09** Individuals should formally advise a Personnel Services staff member, in writing, of any amendments which they consider need to be made to information stored on their files – with appropriate documentary evidence if relevant.
- 1.12.10** The request will be viewed and assessed by the Director, Human Resource Services, and approved if appropriate. If the request is not to be approved, the staff member will be advised in writing, with reasons.
- 1.12.11** If an individual has a complaint about the conduct of The University of New England or a member of its staff in relation to the collection, storage, use or disclosure of personal information, a written request should be made to the Vice-Chancellor so that an internal review may be undertaken. An application for an internal review can

address any breach under the Privacy and Personal Information Protection Act. (UNE Privacy Management Plan)

Further Information

Director, Human Resource Services, ext. 2100
The University Privacy Officer, ext. 3338

References

The Privacy and Personal Information Protection Act 1998
- *National Privacy Principles*

The University of New England Privacy Statement
<http://www.une.edu.au/rmo/policies/privacystatement.htm>

Privacy and Personal Information Act 1998 (NSW)

Privacy Act 1988 (Commonwealth) as amended in the Privacy Amendment
(Private Sector) Act 2000

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